

# Los Angeles Regional Crime Laboratory Facility Authority

## Board of Directors

William T Fujioka, Chair  
Raymond P. Ciranna  
William J. Bratton, Secretary  
Leroy D. Baca, Vice-Chair  
George A. Pardon



Proud Partner

**September 12, 2008**

The thirty-eighth meeting of the Los Angeles Regional Crime Laboratory Facility Authority was held September 12, 2008 at the Hertzberg-Davis Forensic Center, 800 Paseo Rancho Castilla, Los Angeles, California 90032.

## **CALL TO ORDER**

Chair Fujioka called the meeting to order at 8:15 a.m. The following Directors were present constituting a quorum of the Authority:

William T Fujioka, Chief Executive Officer, County of Los Angeles  
Leroy D. Baca, Los Angeles County Sheriff  
Raymond P. Ciranna, Interim City Administrative Officer, City of Los Angeles  
George A. Pardon, Vice President, California State University at Los Angeles

## **CHAIR'S REPORT**

There was none.

## **APPROVAL OF JUNE 6, 2008 MINUTES**

On motion of Director Ciranna, seconded by Director Baca and unanimously carried, the June 6, 2008 minutes were approved as written.

## **RECEIVE AND FILE MINUTES OF MAY 8, 2008 – MEETING OF THE FACILITIES MANAGEMENT COMMITTEE**

On motion of Director Ciranna, seconded by Director Baca and unanimously carried, the May 8, 2008 minutes were received and filed.

## **RECEIVE AND FILE DIRECTORSHIP LETTERS**

On motion of Director Baca, seconded by Director Pardon and unanimously carried, the Directorship Letters were received and filed.

## **RECEIVE AND FILE 2008-09 RECONCILIATION STATEMENT**

On motion of Director Pardon, seconded by Director Baca and unanimously carried, the 2008-09 Reconciliation Statement was received and filed.

**ACTION ITEMS:**

**CONSIDER CSULA "PROPORTIONATE SHARE" PROPOSAL**

Jack Schweizer, Project Coordinator, provided a brief summary regarding the discussion of this item at the Crime Laboratory Authority meeting held June 6, 2008. At the meeting California State University Los Angeles (CSULA) requested that an alternate method of determining the CSULA proportionate share of the operating expenses of the Crime Laboratory be considered. A letter from the Authority was sent to James Rosser, President, CSULA, and Charles Reed, Chancellor, CSULA requesting full funding from the University. However, the Authority has not received a response from the University.

Chair Fujioka asked Director Pardon if a response to the letter would be forthcoming. Director Pardon responded that one of the issues delaying a response was the State budget delay and that at this time there is no money for new building space. Director Pardon restated the University's position on the discrepancies between the 14% allocation formula and the University's utilization of the space.

Chair Fujioka stated that the formula in the lease agreement and the allocation cost was agreed upon with the full involvement of the University. Director Pardon stated the primary issue was former Director Garcia only understood the percentage portion of the agreement and the proportionate share was not understood nor communicated to the president or the chancellor.

Chair Fujioka stated that he finds it very difficult to understand the University's surprise with the agreement given the square footage of space occupied. Chair Fujioka pointed out that the Extraordinary Repair Fund was established at the express request of the University and now the University does not want to contribute to the fund. Chair Fujioka asked Director Pardon about a possible solution to the Extraordinary Repair Fund issue. Director Pardon stated that the Extraordinary Repair Fund has a specific component related to the demolition of the building and the University should not contribute to the fund considering that the University will take responsibility for the building at the end of the lease.

Mr. Schweizer reported that there is lengthy language regarding the Extraordinary Repair Fund that refers to the demolition of the building. The primary function of the Extraordinary Repair Fund is to pay for the repair of equipment over the next 30 years.

Vice-Chair Baca recommended having a study of the component cost being reported to the Authority as to who provides the services and whether or not those services can be put out to bid. Mr. Schweizer stated that the housekeeping bill for the entire building is divided by a 3-way shared cost. Currently, the existing contract is with the County's Internal Services Department (ISD) and their contracting through Premier Housekeeping. Vice-Chair Baca inquired about the percentage ISD is charging for the administrative fee. Mr. Schweizer reported Janitorial Service totaled \$461,664 and Landscape Maintenance totaled \$35,700 with a subtotal of \$497,364.

Additionally, Mr. Schweizer reported that nine custodial staff service the building on a full time basis in two shifts and both the janitorial service and landscape maintenance are provided by ISD.

Chair Fujioka stated that he will research ISD contracts regarding the custodial services and landscape maintenance and examine the terms and look into adjusting the contracts.

Director Pardon stated that the issue with regard to the recommendation is the formula used for determining the allocation of the cost given the type of space the University has in the building. Director Pardon further stated that there is a clause in the agreement that allows reconsideration at the end of the year.

Vice-Chair Baca stated that when the formula allocation was prepared, it was based on the square footage of space occupied by the University in the building and the reconsideration does not established an exception to the agreement. Director Pardon stated that the dollar amount will increase every year and the University does not have additional funding in the budget to cover the increase. The University is receiving a proportionate shared cost for utilities and for janitorial services. However, the University does not utilize the building the same way the LAPD and LASD does and does not have the type of equipment the LAPD and LASD have.

Mr. Schweizer proposed reducing the University proportionate utility share from 14% to 7% based on observation of class room occupancy. The LAPD and LASD have equipment running 24 hours a day including the weekends. The University is occupying their class rooms 9 months out of the year.

Chair Fujioka asked that the item be continued to the next meeting.

#### **ADOPT CONFLICT OF INTEREST CODE**

Don Garcia, Conflict of Interest/Lobbyist Division of the Executive Office for the Board of Supervisors (Board), briefed the JPA regarding its Conflict of Interest and Disclosure Code. Mr. Garcia explained that any official and/or employee of the JPA that may influence a decision or enter into a contract, purchase equipment or supplies, approve leases and/or land lease agreements will be required to submit a Statement of Economic Interests (Form 700) with the agency head, or his or her designee.

The proposed code will be presented to the County's Panel Review prior to recommending it to the Board to adopt. Mr. Garcia will notify the JPA once the code has been adopted.

#### **PURCHASE MODULAR FURNITURE**

Jack Schweizer, Project Coordinator, reported on the need to purchase modular furniture in an amount not to exceed \$170,000. The furniture cost will be covered by the Authority trust account. Wesley Grose, Assistant Director, explained that the furniture will be used in office areas occupied by staff of LASD and the LAPD.

**On motion of Chair Baca, seconded by Director Ciranna and unanimously carried, the purchase of modular furniture was approved.**

**ELECTION OF AUTHORITY OFFICERS FOR 2009**

Chair Fujioka proposed electing William J. Bratton as Chair of the Los Angeles Regional Crime Laboratory Facility.

**On motion of Chair Fujioka, seconded by Director Pardon, William J. Bratton was elected as Chair with the objection of Director Ciranna.**

Chair Fujioka proposed electing Leroy D. Baca as Vice-Chair of the Los Angeles Regional Crime Laboratory Facility.

**On motion of Director Pardon, seconded by Director Ciranna and unanimously carried, Leroy D. Baca was elected as Vice-Chair.**

Chair Fujioka proposed Raymond P. Ciranna as Secretary of the Los Angeles Regional Crime Laboratory Facility.

**On motion of Director Pardon, seconded by Vice-Chair Baca and unanimously carried, Raymond P. Ciranna was elected Secretary.**

**ELECTION OF VICE CHAIR FOR DURATION OF 2008**

Chair Fujioka proposed that next year's Vice-Chair Baca fill in for the duration of 2008 of the Los Angeles Regional Crime Laboratory Facility.

**On motion of Director Pardon, seconded by Director Ciranna and unanimously carried, Leroy D. Baca will fill in as Vice-Chair of the Authority for duration of 2008.**

**STAFF REPORTS:**

**CRIME LAB CONSTRUCTION PHASE II UPDATE**

Wesley Grose, Assistant Director, reported that final stages are in progress in selecting a consultant for the construction of Crime Lab Phase II.

**CALIFORNIA FORENSIC SCIENCE INSTITUTE**

Rose Ochi, Executive Director, California Forensic Science Institute, reported earlier this year that the JPA provided letter of support for President Rosser's request for an ear mark. Adam Shift added a request to his budget. It is not clear if the budget will pass and the government may be operating under a continue resolution. The leadership of the Crime Lab was assembled and President Rosser discussed the challenges the State and local Crime Lab are facing with DNA backlog. President Rosser informed those in attendance of the blue prints for Phase II of a DNA facility.

Ms. Ochi reported that she is preparing an in-service training program. She acknowledged Harley Sagara for his contribution in developing a crime scene investigation program that will be offered through the extended education program as part of a series of programs on crime scene, fingerprint, court testimony and photography.

In the area of Resource Development, a grant proposal has been submitted to the Department of Justice to develop training in the area of problem samples and new technology. The Institute will be presenting the first Gilbert W. Lindsey endowed public forum. The forum will focus on Forensic of Child Abuse Detection, Recognition, Reporting and Risk. The Institute is in the process of developing a program on Combating Financial Crimes to Ensure the Financial System and in November the Institute will host an awards luncheon followed by a golf tournament.

#### **CONSIDERATION OF FUTURE AGANDA ITEMS**

Chair Fujioka requested for the Authority to meet in October to finalize the Proportionate Share issue and the Conflict of Interest Code.

#### **PUBLIC COMMENT**

There was no public comment.

#### **ADJOURNMENT**

There being no further business, at 9:40 a.m. the meeting was adjourned.